

Thank You Note Guidelines & Style Guide

2022-2023

Who is required to write a thank you note?

- All exhibitors (livestock and non-livestock, FFA and Junior-FFA) are required to hand write thank you notes to any buyer(s) and/or donor(s). This includes buyers, add-on donors and silent auction buyers.
- In addition, Champion Exhibitors (Grand, Reserve and Showmanship) are expected to write thank you notes to their buckle and banner sponsor(s).

How and when are thank you notes turned in?

- February 21@ 5:30pm: Thank You Note Workshop (optional) & **rough draft due (Mandatory)**
- March 1@ 6:30pm: Thank you note DEADLINE! ALL notes handwritten due to Lauren Graham
- March 21@ 6:30pm: DEADLINE to turn in all corrected handwritten Thank You Notes to Lauren Graham

Note: Fines will be assessed for missing a deadline. See your Rule book.

Are example thank you notes available?

- See below for an example.

How do I write a thank you note?

Every thank you note should contain the following components. When in doubt, this handout is the official style guide. Notes that do not follow this format will be returned.

1. Greeting. Don't forget to make sure you're using the correct form and spelling of the person's name, as well as anyone else's mentioned in the note.

- Do you know the recipient? You may address them by name, ie, Dear Nana, Dear Uncle Bob
- Do you not know the recipient? Address them formally, ie, Dear Mr. and Mrs. Weiss. **NO FIRST NAMES!**

2. Express your thanks. Begin with the two most important words: Thank you. (1 sentence)

- *Thank you so much for...*
- *I'm so grateful you...*

3. Add specific details. Tell them how you plan to use their gift. It shows them that you really appreciate the thought that went into it. Describe how you'll spend the donation. (2-3 sentences)

- *I plan to use your donation for...*
- *With your purchase of my _____ I will...*
- *Your support will help me...*

4. Look ahead. Mention the next time you might see them, or mention what your future plans are. (1-2 sentences)

- *I hope to see you at next year's Show and Sale.*
- *In the future I hope...*

5. Restate your thanks. Add details to thank them in a different way. (1 sentence)

- *Again, thank you for your generosity.*
- *Your kindness means so much...*

6. End with your regards. Sign off politely and with your full name.

- *Do you know them? A warmer option is appropriate, ie, "Love," or "Your nephew,".*
- *Do you not know them? Use "Sincerely,".*

Sample Thank You Card and Style Guide

The diagram shows a thank you card with a dashed border. A curved arrow on the left indicates the card should be folded. The text inside the card is as follows:

Alignment

- Make sure that the thank you card is right side up.
- The front of the card should be at the top.

Inside of thank you card

Leave blank

Greeting

- Always begin with "Dear"
- Address donors by Mr. and/or Mrs. and last name
- NO FIRST NAMES
- Can address family by name, i.e. Mom and Dad

Body

- 5-7 sentences
- Black or dark blue ink (no fun colors please)
- Use margins wisely
- Thank buyers/donors for specific donation (i.e., thank you for buying my lamb, or thank you for your add-on to my project)
- Explain why this project was important (i.e., what you learned through the project, what the funds will be used for, or your future plans)
- Check grammar and spelling carefully
- See tinyurl.com/sbfffatynotes for more information

Closing

- End with "Sincerely"

Signature

- Sign your name legibly
- If signature is hard to read, print your name beneath

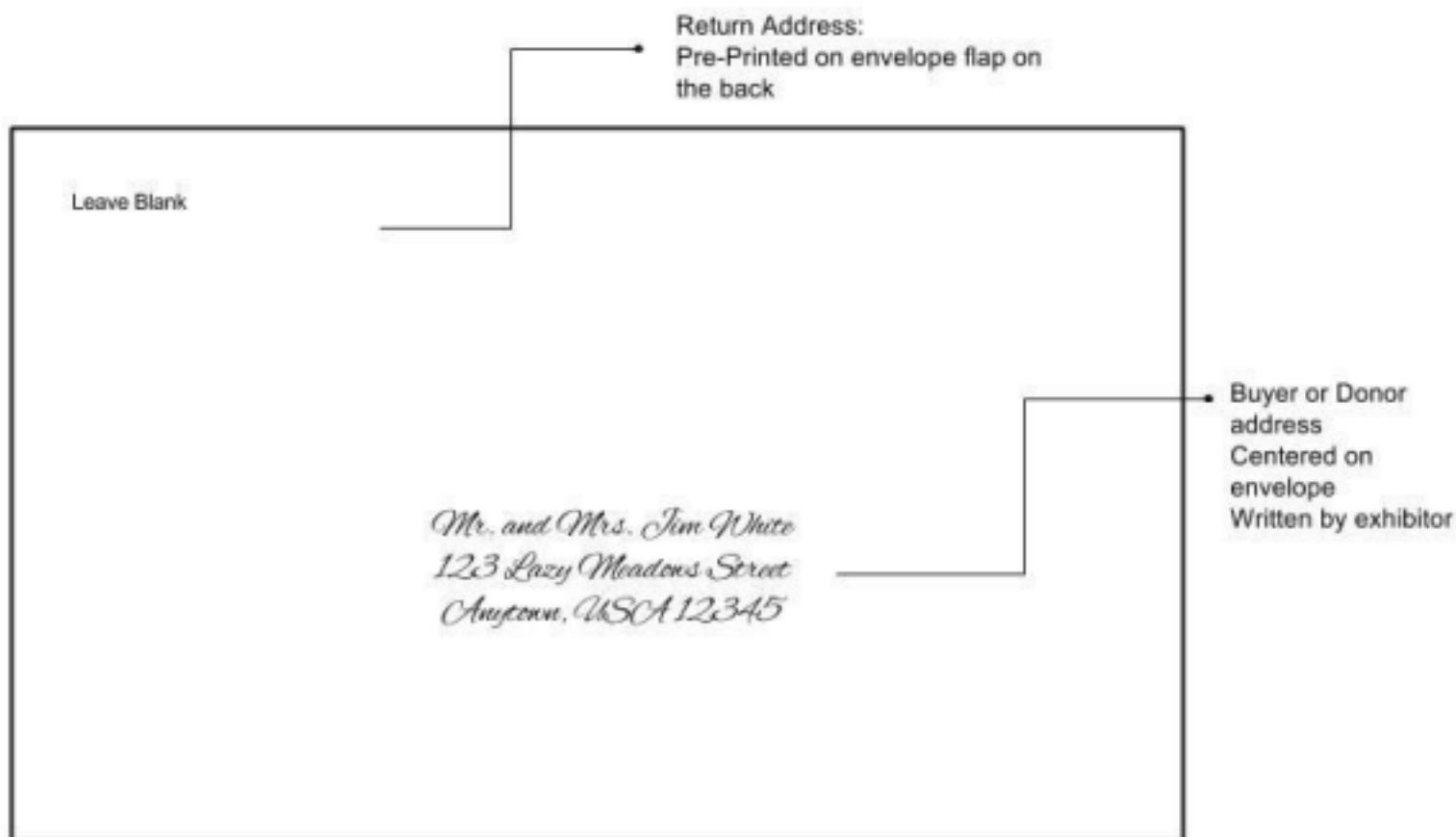
Dear Mr. and Mrs. White,

Thank you for your generous donation toward my chicken project. I had no idea that raising chickens would teach me so many skills! I've learned to be very good at managing my time because feeding baby chicks every few hours and doing my homework was a challenge. Next year I want to raise a pig, and I know that the lessons learned this year will help me be successful. I hope to see you at next year's Show and Sale, and I'll be able to show you the pig that your donation helped purchase.

Sincerely,

Gladys Clucks

Sample Envelope and Style Guide



- DO NOT put a return address. The FFA address is pre-printed on the envelope.
- For family members - the outer address will still follow the rules below.
- Single Person:
 - Mrs. Sarah White
- Married Couple:
 - Mr. and Mrs. Jim White
- Couple with different last names:
 - Mr. Jim White and Mrs. Sarah Schwarz
 - Mrs. Sarah Schwarz and Mr. Jim White
- Business without a contact name:
 - Tubes Mechanical, LLC
- Business with a contact name:
 - Tubes Mechanical, LLC
 - Attn: Mr. Jim White

● **DO NOT SEAL THE ENVELOPES!** Turn them in unsealed.

Thank You Note Workshop

***** OPTIONAL February 21 at 5:30pm *****

Attendees of the Thank You Note Workshop will receive instruction on writing a thank you note, complete their mandatory rough draft submission while in the workshop, and receive a blue point.

Attendance is optional, but is helpful!

Instructions for Rough Draft Practice Scenarios

***** MANDATORY Deadline February 21 at 6:30pm *****

***** Pick up Thank You packets ready at 6:30pm *****

Choose one of the scenarios below to write a thank you note.

Rough Drafts must be submitted no later than February 21 at 6:30pm. Submissions received after this deadline will be considered late, and will be subject to monetary fines.

Scenario 1: John and Casey Smith have donated a new tractor to the FFA.

John and Casey Smith
1234 Fun Lane
Houston, TX 77777

Scenario 2: Sarah Cruz and Manny Jones have donated \$100 as an add-on to your project.

Sarah Cruz and Manny Jones
4321 Winning Lane
Houston, TX 77777

Scenario 3: Uncle Jim couldn't make it to Show and Sale, but wanted to participate. He asked your mom to secretly bid on your cake in the silent auction, and he won!

Jim White
6789 Rainy Lane
Houston, TX 77777

Scenario 4: Tubes Mechanical, LLC won your project in the live auction.

Tubes Mechanical, LLC
Mr. Jim White
9876 Sunshine Lane
Houston, TX 77777

Feedback

The Thank You Note Committee will review your rough drafts and provide feedback on any corrections you need to make to the final Thank You note.

Instructions for Handwritten Thank You Notes

***** MANDATORY Deadline March 1 at 6:30pm *****

All Thank You packets will be ready for pick up after workshop on 2/21 at 6:30 pm. Inside this packet, you will find a report of all of the buyers and donors that supported you during the Show & Sale as well as stationary and envelopes needed. Please take at least 3 extra to have on hand.

Upon receipt of your packet, and using the feedback you received from your rough draft submission, you will hand write all of your thank you notes. Be neat, and follow the guidelines stated in this document.

Leave all envelopes unsealed!

Turn in your thank you notes in a ziplock bag (labeled with your name) no later than the stated deadline. There will be a designated box for you to turn in your completed unsealed thank you notes. Ask teachers for location.

Corrections

The Thank You Note Committee will review all thank you notes received from all exhibitors. You will be contacted if there is a need for any corrections. You will be given your original note along with specific changes and instructions. A new deadline will be given.

Questions?

Please contact Ms. Lauren Graham at sbffa.tynotes@gmail.com.